

REMOVING HIDDEN INFORMATION AND METADATA Link: [What is hidden information and metadata?](#)

- 1 Select **Document > Examine Document** from the pull-down menu.
Once you select this option, a panel will open on the left-hand side and start to run an analysis of the document.

- 2 Select **Expand All** to preview the hidden information.
(Not recommended: De-select those items you don't want removed.)

- 3 Click **[Remove]** and, in the dialog box that appears, click **[OK]**.

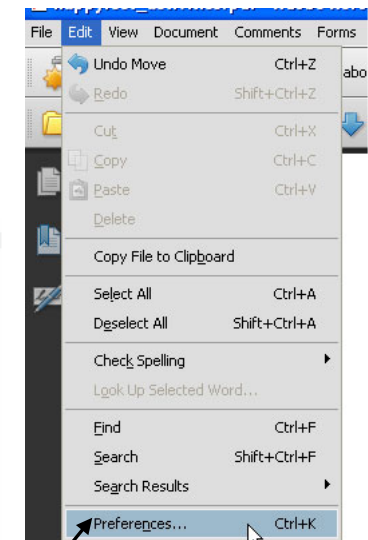
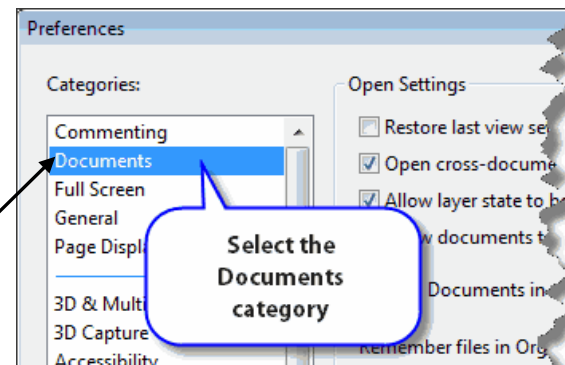
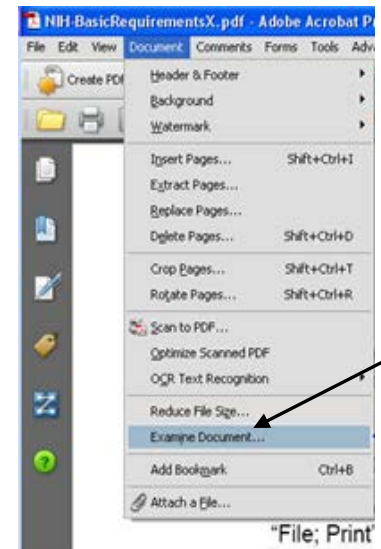
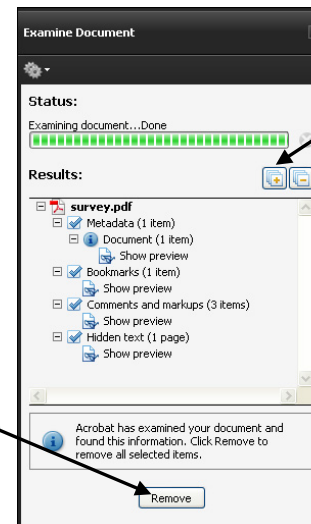
- 4 Changes are not applied until you **Save** the document.

TIP: Once it's saved, the hidden information is removed permanently! Consider saving a "before" copy of the document as metadata removal can produce unexpected results.

(Steps 5 and 6 optional: You can edit your preferences to remind you, as you close your document, to remove the hidden information before distributing the PDF file.)

- 5 Select **Edit > Preferences** from the pull-down menu.

- 6 Select the **Documents** category and, in the **Examine Document** area, check the box to *Examine document when closing* and **[OK]**.



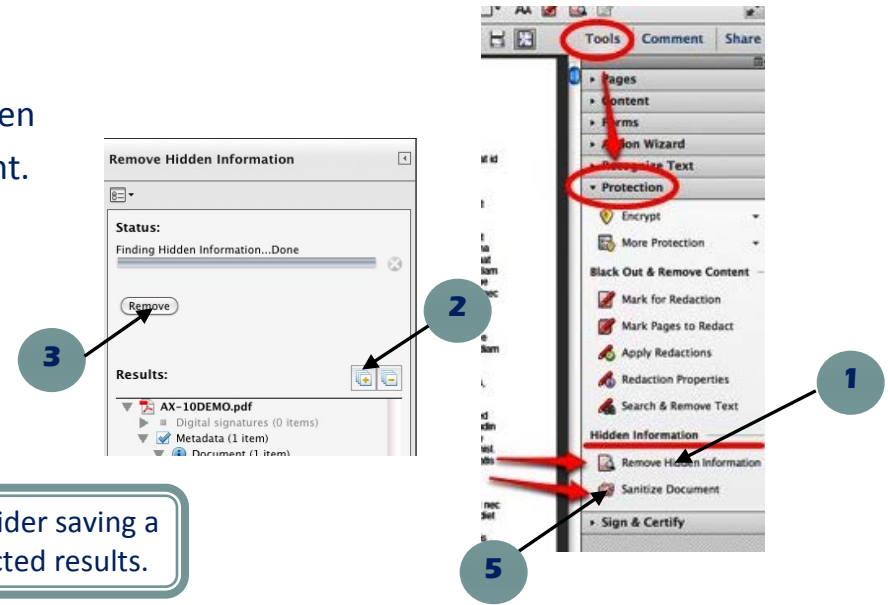
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Adobe Acrobat X provides two choices: Remove Hidden Information and Sanitize Document. When you Remove Hidden Information, you have the option to de-select the items you don't want removed, whereas Sanitize Document does not provide this option.

Remove Hidden Information

- 1 From the Tools pane, in the *Protection Panel*, select **Remove Hidden Information**. Once you select this option, a panel will open on the left-hand side and start to run an analysis of the document.
- 2 Select **Expand All** to preview the hidden information.
(Not recommended: De-select those items you don't want removed.)
- 3 Click **[Remove]** and, in the dialog box that appears, click **[OK]**.
- 4 Changes are not applied until you **Save** the document.

TIP: Once it's saved, the hidden information is removed permanently! Consider saving a "before" copy of the document as metadata removal can produce unexpected results.



Sanitize Document

- 5 From the Tools pane, in the *Protection Panel*, select **Sanitize Document**.
- 6 In the dialog box that appears, click **[OK]**.
- 7 Select the file path and name of the document, click **[Save]**.

TIP: Once it's saved, sanitizing a document is permanent! Consider saving a "before" copy of the document as metadata removal can produce unexpected results.

